



E-Governance Report

2017 - 2018

E Governance (Electronic Governance) combines the most effective concepts of administration with the efficient and democratic approaches enabled by Information and Communication Technologies. The structure of E-Governance involves the various stakeholders at different levels of the institution into one coherent workflow, thus integrating the system in one high tech environment. Since this structure upgrades itself regularly, it is also an ideal interactive platform between Academia and other already streamlined workflows like Government to Government (G2G), Government to Citizens (G2C) and Government to Business (G2B).

In JDMC, the ICT committee spearheads this movement by functioning as an intermediary between the faculty, administration, students and other stakeholders. The committee delineates the objectives for each academic year, and follows through on their achievement. The committee meets those vendors which are approved by the administration (through the GeM portal) and evaluates their presentations. Recommendations are made to the college post discussions at the college level.

Under the larger rubric of E-governance, various initiatives are encouraged by the college as per the policies of Government of India. These policies aim at promoting fair and transparent practices in the area of educational planning, administration, examinations, finance, teaching-learning and student support. Effective use of information and communication technologies (ICT) has enabled the college administration to provide prompt, user-friendly services, improve work efficiency, and to maintain transparency and accuracy in our records. These rubrics are being used as a platform for efficient, transparent, and timely delivery of services to all our valued stakeholders. The college is continuously working to achieve four aspects of e-governance evolution: presence, interaction, transaction, and transformation.

- **Presence-** JDMC has a dynamic website, with clearly marked multiple entry points/portals which relate to the other stages of E-Governance.



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- **Interaction-** Through the website the students and faculty have access to all the modules from their respective user interfaces. This includes attendance, internal assessment as well as timetable modules.
- **Transaction-** The website has portals for the collection and organisation of data from students. This is extremely useful for optional papers in the curriculum.
- **Transformation-** We provide resources from across the globe to our students, with access to their journals and softwares. Technology is used as a portal to understand practices across the world and then, to assimilate those practices into our own learning processes.

E-governance practices:

- **Maintenance:**
Staff and students have been allocated official login credentials for exchanging information through various portals on the website. Proper training for working on different user interfaces is also regularly organised by University, college, vendors and ICT Committee for faculty, staff and students. Apart from maintaining an online web portal, data formats and records, regular AMC services and upgradation is encouraged for hardware and software inventory of the College.
- **Planning and design:**
Every year necessary budgetary requirements are estimated and proposed for the ICT tools, hardware and software for teaching and learning processes. The College administration and ICT Committee jointly work towards increasing the use of ICT enabled teaching-learning as well as encouraging staff to maintain digital records. E-resources, ICT equipment, Computer Labs with latest software and hardware are procured by the college for enhancing ICT usage among teachers and students.
- **Execution:**
Student presentations, lectures, with video links, tutorials made with multimedia sources, all are used within the traditional classroom space, transforming it for the better. Students are encouraged to use new technologies to work on assignments and projects. Faculty



members routinely update their own knowledge about the latest technological innovations.

E-Governance objectives

The ICT committee defines objectives for each year and then coordinates with various stakeholders to achieve the same. Following is the list of objectives for 2017-2018 as formulated in the beginning of the session and implemented throughout the year.

- a. Facilitating Paperless Administration including database management.
- b. Workshops to ensure that all licensed softwares are fully utilised by the users.
Encouraging teachers and students to maximise ICT usage.
- c. Increasing user interface and awareness on Academic and research visibility, E-resources,
Searching appropriate research journals, useful web portals for research and academic
writing, using web based-citation tools, using plagiarism softwares.
- d. Collaborations with Government approved bodies, to boost the ICT infrastructure of the
college.

Highlights of E-Governance in the year

2017-2018

1. Administration

- Soft copies of important documents, University notifications etc on WhatsApp as well as on the website.
- The College administration is taking initiatives towards paperless data management and digital documentation.
- The college has strengthened its administration by procuring automation software that takes care of Admission, Stock Management, Maintenance of Leave Record etc.
- An important innovation this year is the GEM portal that is recommended by University of Delhi for procurement of various equipment for the college. All purchases are overseen by the College Purchase Committee as per the college



policy. GEM software portal and login is used for ordering, reviewing and comparing the necessary products as per established protocols.

- The updated information related to courses, departments, employees, academic calendar, code of conduct, fee structure, prospectus, scholarships, etc are displayed on the updated college website.
- Online data for the various important scholarships is regularly checked and updated every year through secured login IDs.
- Information about other scholarships instituted by the college is also shared through electronic modes for the students and stakeholders.
- Maintenance and disclosure of comprehensive information on its webpage.
- Crucial information such as DU Bulletin, University Notifications, admission schedule is shared online through college website.
- The download section for forms is updated on a regular basis.

Development of ICT based infrastructure in the College

- The ICT committee conducts various workshops and induction events which encourage teachers and students to use the softwares and machines procured for their use. Certified Faculty Training Programs are held to encourage the usage of ICT.

The institution employs various software to manage following levels of functioning –

- **Employee Leave Module-** Used for entry of all types of leave like EL/CL/ML/Child Care Leave/Maternity/Paternity, Study and Duty Leave, of Teaching and Non- Teaching Staff. Leave Details (Employee wise), various Leave Details of the Employee (at a glance) are processed. Applying Leave Enhancement Rules on Mid Term and Annual Term as per the University Rules are also logged in the leave module. The employees can see the details using their login details.
- **Stock Management Module-** Inventory units procured, damaged and items not



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in use are managed into this software. Records of the issue/return of laptops, gadgets, cables, stylus pen, mikes etc. by students and teachers are also maintained. The purchase committee and system administrator regularly update and verify information related to inventory management.

- **GEM Portal:** GeM eliminates human interface in vendor registration, order placement and payment processing, to a great extent. Being an open platform, GeM offers no entry barriers to bonafide suppliers who wish to do business with the Government. Web-services integration is being extended to payment systems of Railways, Defence, major PSUs and State Governments. Seamless processes and online time-bound payment, which is also mandated by the Department of Expenditure, has given confidence to the vendors and reduced their 'administrative' cost involved in pursuing officers for timely payment.
- **Quick Heal Seqrte EPS** – It provides state-of-the-art cybersecurity solutions, helps to safeguard the IT assets of the Institution, respond against cyber-attacks and comply with regulatory and compliance frameworks.
- **Licence of Microsoft Office 2010-** Licence for MS Office is procured so that faculty and students can use new features of MS office tools such as PowerPoint, Excel, Word and MS Access.
- **Licence of Microsoft Window 7 (Upgrade to 10) -** New Window 7 Operating System is acquired for speeding up the user interface using taskbar, aero interface, window search and gadgets.
- **AMC - Annual Maintenance Contract for ICT** – Computer systems, desktops, laptops, printers, scanners, networks, etc. are regularly checked and AMC is also renewed.

2. Finance and Accounts

Softwares are used to conduct the following financial activities –

- **Payroll Software with New Pension Scheme-** Salary register, Salary slips, Bank statements, CPF & GPF statement, Income Tax Statements are generated and



maintained. Salary payment to employees through net-banking.

- **Financial Accounting Software-** Specific ledger, Day Book, Journal Book, Cash Book, Cheque records, Receipts and payment statement, Income and Expenditure statement, Trial Balance, Balance sheet and Budget records are computerised.
- **Tally-** Tally software is used to maintain accounts and prepare cash books, e-vouchers and ledgers of all accounts.
- **PFMS-** The Public Financial Management System (PFMS) is a software application, developed and implemented by the Controller General of Accounts (CGA), Department of Expenditure, Ministry of Finance, Government of India. PFMS is used in direct payment to beneficiaries, payment and exchequer control and accounting of receipts (Tax & Non-Tax).
- **Canara Bank Easy Fee** – It receives fee payments from students in the digital mode. The Easy Fee is compatible with maximum payment platforms and Mobile Apps like UPI and Phone Pay.
- **Quick Heal Seqrite EPS** – It provides state-of-the-art cybersecurity solutions, helps to safeguard the IT assets of the Institution, respond against cyber-attacks and comply with regulatory and compliance frameworks.

3. Admission and Student Support

- The college has strengthened its administration by procuring automation software that takes care of Admission, Time Table, Monthly Attendance, Internal Assessment.

The college employs its software for the following admission-related activities-

- **Admission and Fees Module-** All types of admission related Reports, Intake Capacity Reports, cutoffs, etc.
- Disclosure of admission rules/schedule on webpage.
- Preparation & publication of admission rolls and related statistics.



Student support

Following facilities are provided to the students to facilitate the teaching-learning process.

- Wi-Fi enabled campus & availability of internet/e-resources in library.
- Running of computer-based programs/courses.
- Conduct of computer awareness/digital literacy programs for students.
- ICT based teaching in audio-visual enabled rooms. LaTeX, R, Excel, Mathematica are a few softwares used by the Mathematics students of the college.
- Maintenance of students' attendance in web-based formats.
- Display of students-centric information/data/materials on website.

Softwares are employed for the following functions:

- **Certificates-** All types of Certificates like Provisional Certificate, College Leaving Certificate, Bonafide Certificate and Appearance Certificate and Election List.
- **Timetable Module-** Timetables according to Rooms/Teacher, Timetable Entry according to Room/Teacher/Course/Paper, Time Table Report, List of Vacant Rooms are created.
- **Monthly Attendance Module-** Entry of Monthly Attendance with multiple teachers for a paper, Consolidated Attendance, Short Attendance and Attendance Benefit like ECA, Medical and Sports after applying all University Rules related to attendance.
- **Online Student Portal-** Students and their parents can view aspects of student performance like Attendance, Internal Assessment, Papers and basic details. The College Notice Board is also available on the portal.
- **Options forms for GEC and SEC-** Students choose their Generic Elective



Courses and Skill Enhancement Course through an online form.

- **Feedback forms-** Feedback on various aspects of college functioning are taken through online forms from students, alumni and parents.
- **Library:** The library uses the Libsys software to effectively manage data related to library activities like circulation, serials, online search and maintaining a database of books.
- **Quick Heal Scqrte EPS** – It provides state-of-the-art cybersecurity solutions, helps to safeguard the IT assets of the Institution, respond against cyber-attacks and comply with regulatory and compliance frameworks.
- **Mathematica** – The software is used by the Department Mathematics in practical classes for technical computing.
- **Software R** – The free software used by the Department of Mathematics in practical classes for statistical computing and graphics.
- **LaTeX and HTML** - The free software used by the Department of Mathematics in practical classes for mathematical writing.
- **Tally** - This is a software used for educational purposes as well by the Commerce department for teaching accounting procedures.
- **N-LIST** – The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre.

SUPPORT FOR THE DIFFERENTLY - ABLED

- **NVDA screen reading software** – It is a specialised software designed to help visually impaired readers to access electronic texts.
- **Braille reader** – It is an electronic device that allows visually impaired readers to read the text displayed on a computer monitor, mobile or any display device.
- There are two-Scanners for the visually challenged to facilitate scanning of print books.



4. Examination

- Declaration of results on website.
- The invigilators' duty list has been prepared through MS Excel, and has been shared online.
- **Internal Assessment** - The collation of Internal Assessment and Attendance was computer-aided and the entire process became much faster, accurate and efficient.

5. Planning and development

- Various training sessions were routinely organised for meeting the ICT requirements of the college.
- The college signed a Memorandum of Understanding with ICT academy, an initiative of the Government of India. It endeavours to train the teachers and students of HEIs, thereby developing the next generation teachers and industry ready students. With training of teachers and students as the primary objective, ICT Academy will be working through a seven pillar program in the following areas: Faculty Development, Student Skill Development, Entrepreneurship Development, Youth Empowerment, Research and Publications, Digital Empowerment, and Industry-Institute Interaction.

Recommendations for 2018 - 2019

- Optimise utilisation of GeM portal and procure more equipment of ICT infrastructure of the college.
- Further collaborations with ICT Academy for training and development purposes.
- Further strengthen the student and faculty portals.
- Streamline a process for regular updates of the website in a uniform format.



ICT-ENABLED INFRASTRUCTURE /EQUIPMENT PROCURED in 2017-2018

| Sl.No | Name of Department | Name of equipment/ machines purchased | Date of purchase |
|--------------------------------|--|--|------------------|
| 1 | E-Resource Centre (library) | 43 Laptops | 2017 |
| 2 | College | Window + Office | 2017 |
| 3 | Reading room (Library) | 24 laptops | |
| 4 | Research room staff room | Desktop | 2017 |
| 5 | Research room staff room | Desktop | 2017 |
| For Differently abled students | | | |
| 6 | Braille Books | 42 | 2017 |
| 7 | Braille Hindi to English dictionary | 2 | 2017 |
| 8 | Projectors | 29 Projectors | 2017 |
| 9 | Audio Devices | 20 | 2017 |

Vendor Details of softwares employed

| Sr. No. | Name of the Vendor with contact details | Year of Implementation |
|---------|---|------------------------|
| 1 | Bright Infotech, 345 Vardhman Fortune Mall, Community Centre, G.T. Karnal Road, Delhi-110033. Mobile: 9811012686, 9654119190 Email: vijay_kants@hotmail.com, indogenoussolutions@gmail.com | 2017 |
| 2 | SoftwareOne India Pvt Ltd, 501, 5th Floor, 38 Ansal Tower, Nehru Place, New Delhi - 110019. Email: shobha.jaiswal@softwareone.com | 2017 |



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| | | |
|---|--|------|
| 3 | Reserve Bank, Government of India (PFMS) | 2018 |
| 4 | Rahul Thakur, Mohali, Punjab-160051. Mobile: 7888480337, 9464967160. Email: thakurrahul317@gmail.com | 2018 |
| 5 | National Library and Information Services Infrastructure of Scholarly Content (N-LIST), Infocity, PB No. 4, Gandhinagar - 382007, Gujarat. | 2017 |

Janki Devi Memorial College
University of Delhi

Home Master Details Leave Management Reports

(To logout first goto home page then click on logout button)

Leave Entry Form

College Name
Employee Type
Employee Name
Leave Type

Designation
Department
Date of Joining
Current Date
Leave Duration
Leave Due
Reason of Leave

(031)-Janki Devi Memorial College
Select
Select
Modify Emp. Leave

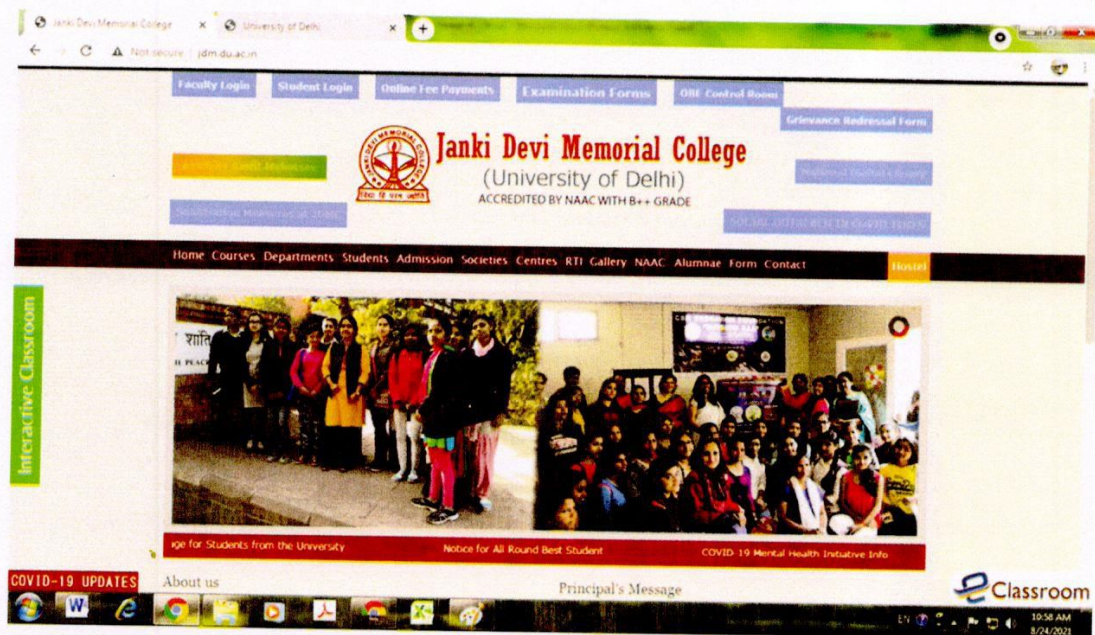
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Employee Leave Module



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College Website



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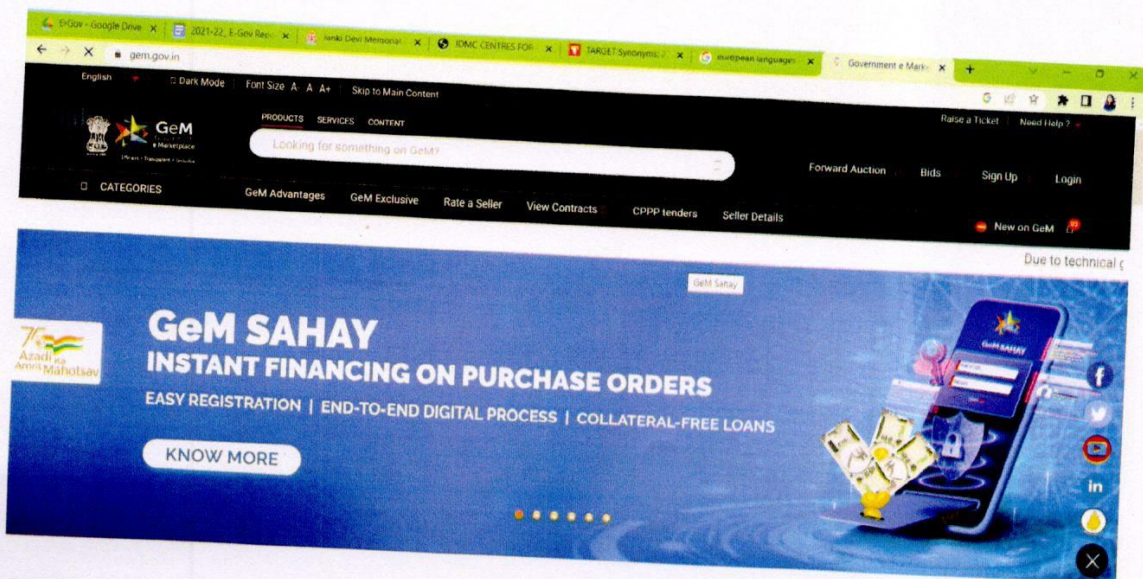
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E-Salary Slip



GEM Portal

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Principal